Payroll Administrator

ROBERT SMITH

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Objective

Highly organized and detail-oriented payroll professional with experience processing payrolls in a large face paced environments. Thorough understanding of payroll processes, procedures, and regulations. Consistently demonstrates a high standard of professionalism. Proven record of working successfully with clients while adapting to change. To obtain a position that will utilize my extensive payroll knowledge, deductive reasoning, and problem-solving.

Skills

Lotus Notes, Microsoft Excel, PBX Switchboard, Microsoft Windows 95 And Up, Avaya, Remedy, People Soft, Citrix, ACSR, Blue Pumpkin, Cable Data, Directory, Type 47WPM.

Work Experience

Payroll Administrator

ABC Corporation - June 2010 – Present

- Collecting, balancing and verifying information from divisions, preparing the required divisional payroll report on a weekly basis to ensure balancing of gross to net.
- Ensuring that this report is provided to the locations on a weekly basis by the established deadlines for review prior to payroll processing.
- Responsible for researching any chargeback discrepancies that arise responsible for coding supplier billing checks with the correct profit/cost center and GL account number.
- Processing payments(check payment, credit memos, grant, and wires) processing manual chargebacks in SAP.
- Responsible for matching and linking appropriate documents to generated invoices.
- Researching all discrepancies of invoices and coordinating with division personnel to determine the proper treatment of discrepancy.
- Soliciting payment from supplier representatives and /or suppliers on overdue accounts.

Payroll Administrator

ABC Corporation - 2005 – 2008

- 5-2008 the answer group north lauderdale,fl comcast residential support help desk- high speed internet troubleshoot complex internet problems on the phone with the customer.
- Setup microsoft outlook, outlook express, and mac mail setup nt networks and anti- virus software comcast residential support desk/ billing for comcast digital phone service troubleshoot digital phone service over the phone with customers reviewing billing statement with customer and answering addional billing questions scheduling customers for installation and trouble calls for digital phone service comcast quality assurances monitoring incoming and outgoing calls processing frameworks for agents evolution coaching agent with feedback on framework sprint together with nextel/customer service answering incoming calls regarding billing issue and plan changes helping customer with activing new phones and programming up selling customers with new service that benefits customer.
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Education

A.A. in Business Administration - 2007(Cuesta College - San Luis Obispo, CA)DIPLOMA - (Woodlands High School - Hartsdale, NY)Assoc in Liberal Arts - (Oakland Comm. College)

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